

Mobile Retail Food Vending Application and Permit

All food trucks, vending carts and other mobile retail food establishments must receive approval from the City of Louisville prior to operating. Though similar to restaurants, mobile food vendors must meet separate requirements to address potential concerns specific to mobile establishments. In addition to this permit, other permits and licenses are required, as listed below. These must be submitted as part of this permit application to the City of Louisville Department of Planning and Building Safety. Please allow three business days for permit processing.

- Include proof of a Colorado Retail Food Establishment License
*Boulder County Public Health Department
3450 Broadway, Boulder, CO 80304
303-441-1100*
- Include proof of a Colorado Department of Revenue Tax License
www.taxcolorado.com
- Include proof of a Louisville Fire Protection District Mobile Food Vending Permit
*Louisville Fire Protection District
895 West Via Appia Way, Louisville, CO 80027
303-666-8809*

In addition to the licenses above, the following information is required as part of this permit application:

Private Property

Note: Not permitted within 150 feet of any existing restaurant

- A site plan of the property illustrating the proposed location of the mobile retail food establishment, vehicle or cart.
- Written permission from the property owner/operator.
- A complete City of Louisville Sales Tax License Application.

Public Property (such as a Street or Park)

Note: In Residential Districts, only permitted as part of a City-sponsored event, or a private event not open to the public.

- A site plan of the property illustrating the proposed location of the mobile retail food establishment, vehicle or cart.
- If locating within 150 feet of any existing restaurant, include written consent from all restaurant owners.
- Certificate of Insurance naming City of Louisville as additional insured in the liability amount of \$1,000,000/occurrence.
- A complete City of Louisville Sales Tax License Application.
- If locating on City property (including the Steinbaugh Pavilion, a park, street, or parking lot, etc) include proof the event organizer has a Parks Special Event Permit or a City Special Event Permit.
*City Special Event Permit – 303-335-4563
Park Special Event Permit – 303-335-4735
Louisville Farmer’s Market – 303-902-2451*
- If participating in 4th of July, Labor Day, Concerts in the Park, or other City sponsored special events, contact:
Cultural Arts and Special Events Coordinator - 303-335-4581



Applicant Information	
Name:	Date:
Organization / Business Name:	
Mailing Address:	
Business Phone:	Cell Phone:
Email:	
Is this application part of a Special Event? If yes, which one(s):	

Please select the type of mobile retail food vending vehicle you will be operating:

- Mobile Food Vehicle** means a readily movable, motorized-wheeled vehicle or a towed vehicle designed and equipped to store, prepare, or serve, and sell food.
- Mobile Retail Food Establishment** means a retail food establishment that reports to and operates from a commissary and is readily moveable and equipped to serve food (e.g., food tent).
- Mobile Vending Cart** means a readily movable cart equipped to prepare, store or serve, and sell food and not exceeding a size of four feet in width by ten feet in length, excluding roof overhangs and wheels, by eight feet in height.

Application Certification	
<p>I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of the owners of the property when applicable. I acknowledge and agree that the application is subject to all the terms and conditions for a Mobile Retail Food Establishment, Mobile Food Vehicles and Mobile Vending Cars found in Title 17 of the Louisville Municipal Code, and subject to all other City of Louisville ordinances, rules and regulations. I acknowledge any permit issued confers no property, contract or other right, and is issued solely for purposes of compliance with the requirements of Title 17 of said Code.</p> <p>I understand that any false statements or omissions are a basis for denial or revocation of this permit and for denial of future permits. I further acknowledge that I have read the applicable regulations attached to this permit application and agree to fully comply with the regulations set forth by the City of Louisville and any terms and conditions placed upon any permit issued as they relate to the mobile retail food establishments, mobile food vehicles and mobile vending carts.</p>	
Applicant Signature:	Date:
Planning Division Approval:	Date:



20___ SPECIAL EVENTS SALES TAX LICENSE APPLICATION
 Sales Tax License Fee \$25.00

1 Trade (DBA) Name of Business		
Taxpayer Name Owner(s), Partner(s), or Corporation		
Business Location Address -Street, City, State, Zip-		
Mailing Address (if different) -Street, City, State, Zip-		
Local Business Phone () ext.	Local Business Fax ()	Business Email
Licensing Office Phone () ext.	Licensing Office Fax ()	Licensing Office Email
Sales Tax Office Phone () ext.	Sales Tax Office Fax ()	Sales Tax Office Email
Owner Name, Phone #, & Address () ext.		

2 Participating Event(s)	<input type="checkbox"/> Street Faire <input type="checkbox"/> 4th of July <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Farmer's Mkt <input type="checkbox"/> Taste of Louisville	
Business Description:		
Federal Tax I.D.	_____ - _____	
Colorado State Sales Tax #	_____ - _____	
Please select <u>one</u> of the following boxes below either: sales tax filing period or event participation months and file accordingly		
Sales Tax Filing Period	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly \$2,857 in sales or more/mo \$2,857 in sales or less/mo	
Event Participation Months	<input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sept <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec	
For event participation months please only check the months that you will be participating in the event. You will not be required to file outside these months.		
Do you want us to mail you City tax returns?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Blank and self-calculating City tax returns are available online at www.louisvilleco.gov
Date Business Started/Will Start, or Date of First Sale in Louisville	___ / ___ / ___	

3 I declare under penalty of perjury that the statements made in this application are true and complete to the best of my knowledge.		
Applicant or Authorized Agent Signature	_____	Date _____
Applicant Name (PRINT)	_____	<input type="checkbox"/> New Application
Applicant Title	_____	<input type="checkbox"/> Renewal



Private Property Regulations:

Sec. 17.16.310. - Mobile retail food establishments, mobile food vehicles and mobile vending carts.

A mobile retail food establishment, mobile food vehicle and mobile vending cart may be permitted as an accessory use subject to the applicable regulations of the district in which the use is located and the following requirements:

1. Mobile retail food establishments, mobile food vehicles and mobile vending carts are permitted in all non-residential zone districts, except the agricultural zone district, and the mixed use residential zone district, upon approval by the planning and building safety department's review of the request submitted with the sales tax / use license application. Note: Private catered events are permitted in residential districts.
2. Sales/use tax license is required. Applicant shall complete a sales/use tax license application and include other required attachments listed on the checklist of required documents, and include application fee.
3. Boulder County Public Health Certificate is required. Applicant shall obtain Boulder County Public Health Certificate.
4. Location requirements. The use shall be located at least 150 feet from any existing restaurant.
5. Operating requirements. No person who operates any mobile retail food establishment, mobile food vehicle or mobile vending cart shall:
 - a. Fail to provide documentation confirming private property owner's permission upon application;
 - b. Sell anything other than food and non-alcoholic beverages;
 - c. Operate before 7:00 a.m. or after 9:00 p.m.;
 - d. Set-up within any designated sight triangle/vehicle clear-zone;
 - e. Impede safe movement of vehicular and pedestrian traffic, parking lot circulation or access to any public alley or sidewalk;
 - f. Provide amplified music;
 - g. Place signs/banners in or alongside the public right-of-way or across roadways. Signs must be permanently affixed to or painted on the mobile food vehicle or mobile vending cart, or in the case of a mobile retail food establishment, attached directly to the table, awning, canopy or similar item upon or under which sales are directly made;
 - h. Fail to have the vehicle/cart attended at all times;
 - i. Fail to permanently display to the public in the food handling area of the mobile food vehicle/cart the permit authorizing such use;
 - j. Fail to provide separate and clearly marked receptacles for trash, recycling and compost and properly separate and dispose of all trash, refuse, compost, recycling and garbage that is generated by the use; or
 - k. Cause any liquid wastes used in the operation to be discharged from the mobile food vehicle.

Notes: Distances shall be measured by the city on official maps as the radius from the closest points of the property perimeter in which the mobile retail food establishment, mobile food vehicle, or mobile vending cart are located to the closest point of the designated property perimeter of the restaurant.

The city manager may from time to time prohibit the issuance of additional temporary permits and



licenses in specified areas of the city in the interest of avoiding traffic congestion or preserving the public health, safety and welfare.

Public Property Regulations:

Sec. 17.16.180 – Temporary Uses

7. Mobile retail food establishments, mobile food vehicles and mobile vending carts:
 - a. *Districts permitted:* Only public rights-of-way and public parks within non-residential zone districts by temporary use permit, except that ice cream vendors, mobile retail food establishments, mobile food vehicles and mobile vending carts contracted for private catered events, and mobile retail food establishments, mobile food vehicles and mobile vending carts associated with events reserved inside the Louisville Art Center in Memory Square Park are allowed to operate on public rights-of-way and public parks in residential districts. Mobile retail food establishments and mobile vending carts are allowed to operate in Coal Creek Golf Course in connection with its daily operations and ice cream vendors, mobile retail food establishments, mobile food vehicles and mobile vending carts are allowed to operate in the parking lot of Coal Creek Golf Course in connection with permitted special events occurring at Coal Creek Golf Course.
 - b. *Sales/use tax license is required.* Applicant shall complete a special events sales/use tax license application and include other required attachments listed on the checklist of required documents, and include application fee.
 - c. *Boulder County Public Health Certificate is required.* Applicant shall obtain Boulder County Public Health Certificate.
 - d. *Location requirements.* The use shall be located at least 150 feet from any existing restaurant unless approved by the city manager, or consent from all restaurant owners within 150 feet is provided.
 - e. *Operating requirements.* No person who operates any mobile retail food establishment, mobile food vehicle or mobile vending cart shall:
 - (1) Sell anything other than food and non-alcoholic beverages, unless a special events liquor license is approved by the local licensing authority;
 - (2) Operate more than 30 days per calendar year or more than five days consecutively;
 - (3) Operate before 7:00 a.m. or after 9:00 p.m.;
 - (4) Set-up within any designated sight triangle/vehicle clear-zone;
 - (5) Impede safe movement of vehicular and pedestrian traffic, parking lot circulation or access to any public alley or sidewalk;
 - (6) Provide amplified music;
 - (7) Place signs/banners in or alongside the public right-of-way or across roadways. Signs must be permanently affixed to or painted on the mobile food vehicle or mobile vending cart, or in the case of a mobile retail food establishment, attached directly to the table, awning, canopy or similar item upon or under which sales are directly made;
 - (8) Fail to have the vehicle/cart attended at all times;
 - (9) Fail to permanently display to the public in the food handling area of the mobile food vehicle/cart the permit authorizing such use;



- (10) Fail to provide separate and clearly marked receptacles for trash, recycling and compost and properly separate and dispose of all trash, refuse, compost, recycling and garbage that is generated by the use; or
- (11) Cause any liquid wastes used in the operation to be discharged from the mobile food vehicle.

Notes: Distances shall be measured by the city on official maps as the radius from the closest points on the perimeter of the applicant's mobile retail food establishment, mobile food vehicle or mobile vending cart to the closest point of the designated residential zone or property of the restaurant. With regard to measurement between two or more mobile food vehicles in the public right-of-way, measurement shall be in the form of standard measuring devices including and not limited to a tape measure.

The city manager may from time to time prohibit the issuance of additional temporary permits and licenses in specified areas of the city in the interest of avoiding traffic congestion or preserving the public health, safety and welfare